

Supreme Court Board of Legal Document Preparers

Arizona State Courts Building
1501 West Washington, Phoenix, AZ 85007
Conference Room 230
10:00 .m. - 2:00 p.m.

June 24, 2003 Approved Minutes

Members Present:

Judge Roland J. Steinle, III, Chair
Carol L. Wells
Dr. Roger E. Hartley
Donald F. Steward
Margaret J. Kleinman
Susan C. Vasquez
Vellia M. Pina
Mary Carlton
Virlynn Tinnell
Nancy Swetnam

AOC Staff Present:

Linda Grau
Lauren Hargrave
Nina Preston
Doug Brooks

Members Absent:

J. Ward Sturm

Guests:

Fran Johansen
Roger Brown
Allen Merrill
Warner Lewis
Maurie Hall
Rick Gordon

Call to Order

The meeting was called to order by Judge Roland J. Steinle, III at 10:06 a.m.

Margaret J. Kleinman was given J. Ward Sturm's proxy which will be exercised during the voting session.

Review and Approval of Meeting Minutes

Regular Session Minutes of June 10, 2003

Discussion was held regarding the regular session minutes of June 10, 2003. Ms. Grau requested the following typographical errors be corrected:

Identification of the proxy for Nancy Swetnam was Judge Roland J. Steinle, III, and the proxy for Mary Carlton was Susan C. Vasquez.

Page 2, last Paragraph, Line 1, inquires to inquiries.

Page 3, Paragraph 1, last Line, advise to advice.

A **motion** was made by Mary Carlton and seconded by Susan Vasquez to adopt the regular session minutes of June 10, 2003 as amended. Motion Passed Unanimously. **LDP-03-39**

Executive Session Minutes of June 10, 2003

The Board agreed to discuss the executive session minutes of June 10, 2003 during executive session.

Recommendations and Board Action

Review and discussion of procedural issues pertaining to disclosure of information.

Judge Roland J. Steinle, III advised he had received inquiries regarding the Board's executive session. If a member of the public wants to discuss pending Board issues, it is considered ex parte communications. There is no way to recreate the ex parte communication into record. Therefore, Board Members who receive the communication must recuse themselves from voting. The Board discussed establishing a policy regarding confidential information. The Arizona Code of Judicial Administration §1-202, Public Meeting Policy, adopted by the Court, states "anything which happens in executive session is confidential and members of the Board will keep that information confidential". Any public or press inquiries regarding applications, applicants, or the Legal Document Preparer Program should be directed to Linda Grau, Program Coordinator. Ms. Grau will contact the Public Information Officer relative to press inquiries.

A **motion** was made by Nancy Swetnam and seconded by Donald F. Steward to adopt a policy directing public or press inquiries regarding Board action to the Program Coordinator, and further, anything discussed in executive session remains confidential. Motion Passed Unanimously. **LDP-03-40**

Review and discussion of §7-208 (F)(3) regarding use of certification numbers.

Linda Grau advised the Board she had received a number of inquiries regarding the Arizona Code of Judicial Administration §7-208, Subsection (F)(3). The code states “a certified legal document preparer shall include the legal document preparer’s name, the title “Arizona Certified Legal Document Preparer” or the abbreviation “AZCLDP,” and the legal document preparer’s certificate number on all documents prepared by the legal document preparer that are filed in an Arizona court or tribunal”. Inquiries received are questioning if there is any differentiation between what documents should contain this phrase and number, and if there is a specific format on how the information is included or placed on the document. The Board discussed that a signature is not required, however any document filed with an Arizona court or tribunal shall have the document preparer’s name and certificate number, and, if working for a certified business, the business name and certificate number. The phrase and certificate number should be placed on the front page, in the upper left hand corner of all documents filed with an Arizona court or tribunal. Certificate numbers are unique to the individual and business and will never be duplicated or changed. Therefore, stamps are appropriate. A sample will be placed in the certification packet. Mr. Rick Gordon addressed the Board and suggested they adopt a policy which states anything that requires a petitioner, respondent or judge’s signature should require the phrase and certificate number.

A **motion** was made by Judge Roland J. Steinle, III and seconded by Carol L. Wells to adopt the following policy, “any document filed with an Arizona court or tribunal shall display the document preparer’s name and certificate number and if working for a business, the business name and certificate number”. Motion Passed Unanimously. **LDP-03-41**

Review and discussion of §7-208 (G)(3) regarding the establishment of the renewal application deadline for the 2004-2005 certification period.

Linda Grau advised the Board regarding the administrative issue of a deadline date being set for the 2004-2005 certification period. The Board discussed various deadline dates for 2004-2005 certification period. Discussion was held regarding the possibility of two Board meetings in the month of June. A May 1, 2004 deadline would allow the Board to review applications during May and June Board meetings. The Board questioned when the State Bar would be doing a continuing education seminar. The Board noted that the deadline date will be placed within the certification information packet.

A **motion** was made by Nancy Swetnam and seconded by Margaret J. Kleinman to adopt May 7, 2004 as the deadline date for 2004-2005 certification period. Motion Passed Unanimously. **LDP-03-42**

The Board discussed whether an organization will have to submit approval for a seminar or continuing education classes. The policy issue regarding preapproval of continuing education will be discussed during the next Board meeting.

The Board asked for public input/comments regarding individuals/businesses on the list of applications pending initial certification. No public comment was received.

The public in attendance identified themselves and are listed as guests on June 24, 2003 regular session minutes.

Executive Session #1

A **motion** was made by Nancy Swetnam and seconded by Donald F. Steward to go into Executive Session to discuss records exempt by law or rule from public inspection or for advice of counsel. Motion Passed Unanimously. **LDP-03-43**

Executive Session #1 ended.

Review and Approval of Meeting Minutes

Executive Session Minutes of June 10, 2003

A **motion** was made by Judge Roland J. Steinle, III and seconded by Nancy Swetnam to adopt the Executive Session minutes of June 10, 2003 as amended in Executive Session. Motion Passed Unanimously. **LDP-03-44**

Call to the Public

Allen Merrill addressed the Board regarding his application. Mr. Merrill stated he has been in business for fifteen years, completes 300-400 legal documents annually, does many pro bono cases, and is a solid citizen. Mr. Merrill asked the Board if they had any questions they would like to address to him regarding his application. No questions were posed by the Board.

Executive Session #2

A **motion** was made by Judge Roland J. Steinle, III and seconded by Nancy Swetnam to go into Executive Session to discuss records exempt by law or rule from public inspection or for advice of counsel. Motion Passed Unanimously. **LDP-03-45**

Executive Session #2 ended.

Review of Applications

Information on applications pending for the Legal Document Preparer Program.

A **motion** was made by Judge Roland J. Steinle, III and seconded by Nancy Swetnam to vote on the Certification List for June 24, 2003 #1-297. Motion Passed Unanimously. **LDP-03-46**

A **motion** was made by Judge Roland J. Steinle, III and seconded by Nancy Swetnam to vote by hand count, and waive the requirements of a second, and pursuant to prior policies adopted by the Board, 7 votes will be needed to approve certification. Motion Passed Unanimously. **LDP-03-47**

The following legal document preparer requested she be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Vellia Pina

The Board voted to grant Initial Individual Certification of the applicant listed above, based on documentation provided showing she meets all qualifications for Initial Certification. Passed. Vellia Pina Recused.

The following legal document preparers requested they be granted Initial Individual Certification/Initial Business Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Donald Steward

LRC Document Prep

The Board voted to grant Initial Individual Certification/Initial Business Certification of the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. Passed. Donald Steward Recused.

(During Executive Session the Board reviewed the confidential record of each legal document preparer and business entities and for the purpose of public session they will be identified as numbers 6, 33, 36, 41, 42, 51, 58, 60, 77, 98, 189)

6 33 36 41 42 51 58 60 77 98 189

A **motion** was made by Judge Roland J. Steinle, III and seconded by Margaret J. Kleinman to defer the above listed applications discussed in Executive Session for the purpose of obtaining additional information. Motion Passed Unanimously. **LDP-03-48**

The following legal document preparer requested she be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Juanita Moore

The Board voted to grant Initial Individual Certification of the applicant listed above, based on documentation provided showing she meets all qualifications for Initial Certification. Passed. Nancy Swetnam Recused.

The following legal document preparer requested she be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Sandra Anderson

The Board voted to grant Initial Individual Certification of the applicant listed above, based on documentation provided showing she meets all qualifications for Initial Certification. Passed Donald Steward Recused.

The following legal document preparer requested she be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Patricia Steward

The Board voted to grant Initial Individual Certification of the applicant listed above, based on documentation provided showing she meets all qualifications for Initial Certification. Passed. Donald Steward Recused.

The following legal document preparers requested they be granted Initial Individual Certification/Initial Business Certification based on documentation provided showing all qualifications for Initial Certification have been met.

A-Z Estate and Document Services, LLC
Bankruptcy & Divorce
Capital Corporate & Living Trust Services, Inc.
Jemasi, Inc.
G. Preston Parker

Michelle Hernandez
Dana Curtis
Deanna Peters
Preston Parker, CPA PC

The Board voted to grant Initial Individual Certification/Initial Business Certification of the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. Passed Unanimously.

The following legal document preparers requested they be granted Initial Individual Certification/Initial Business Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Leah Keller
Roger Stump
1322 Corporation
Accounting World CPS's, PLC
Margaret Annis
Arizona Paralegal Services, Inc.
Amanda Arredondo

Stump & Associates, LLC
Universal Tax Services
A.D. Scott, LTD dba PMG Services
Veronica Alfonso
Diana Arballo
Kerry-Lynn Armack

The Board voted to grant Initial Individual Certification/Initial Business Certification of the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. Passed Unanimously.

The following legal document preparers requested they be granted Initial Individual Certification/Initial Business Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Laura Atwood
Joseph Banner
Pamella Becerra
Christiana Bennett
Ana Brice-Nash
Budd Accounting & Tax Services, Inc.
Elaine Carlton

Kristina Babbitt
Rosalva Bartz
Raymond Beltran
Dora Bermudez
Evelyn Budd
Caretaker, Inc.

The Board voted to grant Initial Individual Certification/Initial Business Certification of the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. Passed Unanimously.

The following legal document preparers requested they be granted Initial Individual Certification/Initial Business Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Jacquetta Cast'On
Alicia Celis

Socorro Castaneda
Josie Chandler

The Board voted to grant Initial Individual Certification/Initial Business Certification of the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. Passed Unanimously.

The following legal document preparers requested they be granted Initial Individual Certification/Initial Business Certification based on documentation provided showing all qualifications for Initial Certification have been met.

City Property Management Company	Christina Collura
Salvador Contreras	Cornerstone Properties, Inc.
Dan Davis	Leonor Delgado
Dan Peterson Property Management LLC	Tina Dennis
Tammy Dusharm	Mary Jo Edel
Enterprising Legal Solutions, LLC	Estate Planning Solutions, Inc.
Emil Estopare	ETN, LTD
Express Legal & Tax Service	Elizabeth Flores
Miriam Flores	Deanna Fore
Dan Fore	Mary Fullerton
Jaime Garvin	Patricia Garvin
Virginia Gonzales	Alicia Gonzalez
Jane Graham	Lydia Guzman
Miguel Guzman	Hacker Financial Services
Cathy Hacker	Glen Hadley
Robert Hall	

The Board voted to grant Initial Individual Certification/Initial Business Certification of the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. Passed Unanimously.

The following legal document preparers requested they be granted Initial Individual Certification/Initial Business Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Maurie Hall	Penny Halton
Madeline Harding	Charlotte Hargreaves
Edgar Harrold	Steven Hatfield
Laura Heffron	Larry Heywood
Carol Hooven	Kenneth Hyland
Elin Ingram	J.C.O. Companies, Inc.
Wanda Jack	Karen Jackson
Lynn Johnson	Kachina Management, Inc.
Jeffrey Kanig	Linda Kellogg
William Kelly	Klericus Legal Ink, PC
Cherie Koch	

The Board voted to grant Initial Individual Certification/Initial Business Certification of the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. Passed Unanimously.

The following legal document preparers requested they be granted Initial Individual Certification/Initial Business Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Jeanne Kuisle
Mary Jane LaBut
Law & Reed CPA's PC

L. Johnson & Associates, Inc.
Elaine LaCasella
Michael Law

The Board voted to grant Initial Individual Certification/Initial Business Certification of the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. Passed Unanimously.

The following legal document preparers requested they be granted Initial Individual Certification/Initial Business Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Marlene Leatherwood
Wanda Leikem
Michael Levin
Brian Lincks
Sonia Lopez
Mahdi Mahdi
Gena Maxfield
Terri McCamey
Alfred McEwen
Elvira Mejia
Phoebe Merrill
Deborah Moldovan
Montes Multiple Services, LLC
Karina Morales
Tracy Mulac

Legal Type Documents
Karen Lepin
Warner Lewis, III
Isabel Miranda Lintz
Richard Lorance
Cheryl Martinez
Irene Mayer
Linda McClenathan
Sandra Mejia
Darlene Merrill
Elisabeth Miller
Marilyn Monda
Rudolph Moore
Margaret Moreno

The Board voted to grant Initial Individual Certification/Initial Business Certification of the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. Passed Unanimously.

The following legal document preparers requested they be granted Initial Individual Certification/Initial Business Certification based on documentation provided showing all qualifications for Initial Certification have been met.

National Institute of Community Management, Inc.	Alma Ortiz
Naturalization & Immigration Fotos, Inc.	Debra Parks
Northwest Valley Realty, Inc.	Larry Parks
Joy Partridge	Barbara Patterson
Peoria Nu Start Bankruptcy	Daniel Peterson
Jodi Phelps	Debra Piotrowski
Planned Development Svcs, Inc	Claudia Plotnic
Linda Poole	Lolita Presood
Quick and Legal Paralegal Services	Blanca Quinonez Montalbo
Sonia Quintero	R & R Property Management, LLC
Dulcelinda Ramirez	Saydee Ramos
Ronald Reed	Richland Investments, Inc.
Michael Roberson	Norma Rodriguez
Rosa Rojas	Guadalupe Romero
Betsy Ross-Retchin	Arturo Ruiz
Lori Rutledge	Jackie Sandoval
Sandra Mejia, LLC	Andrew Saper
Christine Schaffer	Janiece Seager
Linda Seger	Servicios Hispanos
George Shackelford	Stephen Shenfeld
Richard Slatin	Allan Sobol
Jodiann Solomon	Julie Star
Statewide Paralegal Services, Inc	Susan Stephenson
Sun City Grand Community Association, Inc.	Dacoma Stevenson

The Board voted to grant Initial Individual Certification/Initial Business Certification of the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. Passed Unanimously.

The following legal document preparers requested they be granted Initial Individual Certification/Initial Business Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Patricia Taylor
That Paralegal Place, Inc.
Jesse Torres
Nina Tross
Layne Varney
Chris West
Cynthia Wilson
Allen Winder
Susan Womack
Brian Yee

James Tewalt
Lorina Torres
Trendset Legal Services, LLC
Val Vista Paralegal, LLC
West-Word Services Corp.
Eloy Wilson
S. Nancy Wilson
Matthew Witman
Cindy Wong
Anna Anderson

The Board voted to grant Initial Individual Certification/Initial Business Certification of the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. Passed Unanimously.

The following legal document preparers requested they be granted Initial Individual Certification/Initial Business Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Allen Bonhoff
Lawyer's Will and Trust of Tucson, LLC

Raylene Davis
Robert D. Smith

Velia Hert

Essential Estate Planning
Arizona Wills and Trust of Tucson, LLC
Arizona Wills and Trusts, LLC
Lawyer's Will and Trust Company, LLC
A-1 Immigrant Services, Inc.

The Board voted to grant Initial Individual Certification/Initial Business Certification of the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. Passed Unanimously.

(During Executive Session the Board reviewed the confidential record of the legal document preparer and business entities and for the purpose of public session they will be identified as numbers 1, 2, & 3)

1 2 3

The Board voted to grant Initial Individual Certification/Initial Business Certification of the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. Failed 4-6-1.

(During Executive Session the Board reviewed the confidential record of a legal document preparer and for the purpose of public session will be identified as number 4)

4

The Board voted to deny Initial Individual Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(1)(a). Passed Unanimously.

(During Executive Session the Board reviewed the confidential record of the business entity and for the purpose of public session will be identified as number 5)

5

The Board voted to deny Initial Business Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(1)(a). Passed Unanimously.

The following legal document preparers requested they be granted Initial Individual Certification/Initial Business Certification based on documentation provided showing all qualifications for Initial Certification have been met.

James Reid

LLC

Curtis Management and Consulting,

The Board voted to grant Initial Individual Certification/Initial Business Certification of the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. Passed Unanimously.

The following legal document preparers requested they be granted Initial Individual Certification/Initial Business Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Mtn. Holiday dba Ehlinger, Fisk, and Hill Mediation Russell Ehlinger

The Board voted to grant Initial Individual Certification/Initial Business Certification of the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. Passed Unanimously.

(During Executive Session the Board reviewed the confidential record of a legal document preparer and for the purpose of public session will be identified as number 11)

11

The Board voted to deny Initial Individual Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(1)(a). Passed Unanimously.

(During Executive Session the Board reviewed the confidential record of the legal document preparer and for the purpose of public session will be identified as number 12)

12

The Board voted to deny Initial Individual Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(1)(a). Passed Unanimously.

The following legal document preparer requested he be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Francis Hanna

The Board voted to grant Initial Individual Certification of the applicant listed above, based on documentation provided showing he meets all qualifications for Initial Certification. Passed 10-1.

(During Executive Session the Board reviewed the confidential record of the legal document preparer and for the purpose of public session will be identified as number 14)

14

The Board voted to deny Initial Individual Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(1)(a). Passed Unanimously.

(During Executive Session the Board reviewed the confidential record of the legal document preparer and for the purpose of public session will be identified as number 15)

15

The Board voted to deny Initial Individual Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(1)(a). Passed Unanimously.

(During Executive Session the Board reviewed the confidential record of the legal document preparer and for the purpose of public session will be identified as number 16)

16

The Board voted to deny Initial Individual Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(1)(a). Passed Unanimously.

The following legal document preparer requested she be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Deborah Albert

The Board voted to grant Initial Individual Certification of the applicant listed above, based on documentation provided showing she meets all qualifications for Initial Certification. Passed Unanimously.

The following legal document preparers requested they be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Vicky Antrim
Annette Bohn

David Bear
Scott Brannon

The Board voted to grant Initial Individual Certification of the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. Passed 10-1.

The following legal document preparer requested she be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Blanca Garza-Quinonez

The Board voted to grant Initial Individual Certification of the applicant listed above, based on documentation provided showing she meets all qualifications for Initial Certification. Passed 9-2.

A **motion** was made by Virlynn Tinnell and seconded by Carol L. Wells to reconsider numbers 1,2 &3 as identified in Executive Session. Motion Passed 9-2. **LDP-03-49**

(During Executive Session the Board reviewed the confidential record of the legal document preparer and business entities and for the purpose of public session they will be identified as numbers 1, 2, & 3)

1 2 3

Following further discussion, the Board voted to grant Initial Individual Certification/Initial Business Certification of the applicants listed Initial Certification. Passed 8-3.

(During Executive Session the Board reviewed the confidential record of the legal document preparer and for the purpose of public session will be identified as number 23)

23

The Board voted to grant Initial Individual Certification of the applicant listed above, based on documentation provided showing he meets all qualifications for Initial Certification. Failed 3-6-1.

A **motion** was made by Donald F. Steward and seconded by Carol L. Wells to defer the above listed applicant (#24) discussed in Executive Session for the purpose of obtaining additional information regarding business and/or professional association with Duane Varbel. Motion Passed Unanimously. **LDP-03-50**

The following legal document preparers requested they be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Victoria Heath

Craig Hittie

The Board voted to grant Initial Individual Certification of the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. Passed Unanimously.

The following legal document preparers requested they be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Lydia Hernandez

Minzell Kelly

The Board voted to grant Initial Individual Certification of the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. Passed 10-1.

The following legal document preparer requested he be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

John Kroeger

The Board voted to grant Initial Individual Certification of the applicant listed above, based on documentation provided showing he meets all qualifications for Initial Certification. Passed 9-2.

The following legal document preparers requested they be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Carla Lief
Elizabeth Moore

Ruben Mejia
Daniel O'Brien

The Board voted to grant Initial Individual Certification of the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. Passed Unanimously.

The following legal document preparer requested she be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Lisa Perez-Leon

The Board voted to grant Initial Individual Certification of the applicant listed above, based on documentation provided showing she meets all qualifications for Initial Certification. Passed Unanimously.

(During Executive Session the Board reviewed the confidential record of the legal document preparer and for the purpose of public session will be identified as number 35)

35

The Board voted to deny Initial Individual Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(1)(c). Passed 9-1. Judge Roland J. Steinle, III Recused.

The following legal document preparer requested she be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Dawn Snead

The Board voted to grant Initial Individual Certification of the applicant listed above, based on documentation provided showing she meets all qualifications for Initial Certification. Passed Unanimously.

(During Executive Session the Board reviewed the confidential record of the legal document preparer and for the purpose of public session will be identified as number 38)

38

The Board voted to deny Initial Individual Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsections (E)(5)(b)(1)(c) & (E)(5)(b)(1)(d). Passed Unanimously.

(During Executive Session the Board reviewed the confidential record of the legal document preparer and for the purpose of public session will be identified as number 39)

39

The Board voted to deny Initial Individual Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsections (E)(5)(b)(1)(d) & (E)(5)(b)(1)(c). Passed Unanimously.

The following legal document preparer requested she be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Clarise Williams

The Board voted to grant Initial Individual Certification of the applicant listed above, based on documentation provided showing she meets all qualifications for Initial Certification. Passed Unanimously.

The following legal document preparers requested they be granted Initial Individual Certification/Initial Business Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Certified Legal Document Preparers, LLC

Allen Merrill

The Board voted to grant Initial Individual Certification/Initial Business Certification of the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. Passed Unanimously.

(During Executive Session the Board reviewed the confidential record of the legal document preparer and for the purpose of public session will be identified as number 45)

45

The Board voted to deny Initial Individual Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(1)(d). Passed Unanimously.

(During Executive Session the Board reviewed the confidential record of the business entity and for the purpose of public session will be identified as number 46)

46

The Board voted to deny Initial Business Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(1)(d). Passed Unanimously.

The following legal document preparers requested they be granted Initial Individual Certification/Initial Business Certification based on documentation provided showing all qualifications for Initial Certification have been met.

John Folse

Micnic's Inc.

The Board voted to grant Initial Individual Certification/Initial Business Certification of the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. Passed 10-1.

The following legal document preparers requested they be granted Initial Individual Certification/Initial Business Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Leonard Perez

Per Sue, Inc.

The Board voted to grant Initial Individual Certification/Initial Business Certification of the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. Passed Unanimously.

(During Executive Session the Board reviewed the confidential record of the business entity and for the purpose of public session will be identified as number 62)

62

The Board voted to deny Initial Business Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(1)(c). Passed Unanimously.

(During Executive Session the Board reviewed the confidential record of the legal document preparer and for the purpose of public session will be identified as number 91)

91

The Board voted unanimously to deny Initial Individual Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(1)(c). Passed Unanimously.

(During Executive Session the Board reviewed the confidential record of the business entity and for the purpose of public session will be identified as number 96)

96

A **motion** was made by Judge Roland J. Steinle, III and seconded by Mary Carlton to defer the above listed applicant discussed in Executive Session for the purpose of obtaining additional information regarding business and/or professional association with Mr. Rob Andrew/Andre. Motion Passed Unanimously. **LDP-03-51**

(During Executive Session the Board reviewed the confidential record of the legal document preparer and for the purpose of public session will be identified as number 129)

129

The Board voted to grant Initial Individual Certification of the applicant listed above, based on documentation provided showing she meets all qualifications for Initial Certification. Failed 5-6.

A **motion** was made by Donald F. Steward and seconded by Carol L. Wells to defer the above listed applicant discussed in Executive Session for the purpose of obtaining additional information. Motion Passed Unanimously. **LDP-03-52**

The following legal document preparer requested she be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Karen Kosies

The Board voted to grant Initial Individual Certification of the applicant listed above, based on documentation provided showing she meets all qualifications for Initial Certification. Passed Unanimously.

(During Executive Session the Board reviewed the confidential record of the legal document preparer and for the purpose of public session he will be identified as number 158)

158

A **motion** was made by Judge Roland J. Steinle, III and duly seconded to defer the above listed applicant discussed in Executive Session for the purpose of obtaining certification that he will comply with Rule 31 of the Supreme Court and Arizona Code of Judicial Administration §7-208, Code of Conduct, Standard 5(c). **LDP-03-53**

The following legal document preparer requested he be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Daniel Taylor

The Board voted to grant Initial Individual Certification of the applicant listed above, based on documentation provided showing he meets all qualifications for Initial Certification. Passed. 10-1.

The following legal document preparers requested they be granted Initial Individual Certification/Initial Business Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Pamela Brown

Dakota Documents

The Board voted to grant Initial Individual Certification/Initial Business Certification of the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. Passed. 10-1.

(During Executive Session the Board reviewed the confidential record of the legal document preparer and business entity and for the purpose of public session will be identified as numbers 263 & 264)

263 264

A **motion** was made by Judge Roland J. Steinle, III and seconded by Susan C. Vasquez to defer the above listed applicants discussed in Executive Session for thirty (30) days, for the purpose of obtaining additional information regarding education requirements. Motion Passed Unanimously. **LDP-03-54**

The following legal document preparer requested she be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Christine Carson

The Board voted to grant Initial Individual Certification of the applicant listed above, based on documentation provided showing she meets all qualifications for Initial Certification. Passed Unanimously.

The following legal document preparer requested she be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Kathryn Demorest

The Board voted to grant Initial Individual Certification of the applicant listed above, based on documentation provided showing she meets all qualifications for Initial Certification. Passed. 9-2.

(During Executive Session the Board reviewed the confidential record of the business entity and for purposes of the public session will be identified as number 267)

267

A **motion** was made by Judge Roland J. Steinle, III and seconded by Donald F. Steward to defer the above listed applicant discussed in Executive Session for the purpose of obtaining additional information regarding processing. Motion Passed Unanimously. **LDP-03-55**

(During Executive Session the Board reviewed the confidential record of the legal document preparer and for the purpose of public session will be identified as number 268)

268

A **motion** was made by Dr. Roger E. Hartley and seconded by Margaret J. Kleinman to defer the above listed applicant discussed in Executive Session for the purpose of obtaining additional information. Motion Passed Unanimously. **LDP-03-56**

The following legal document preparer requested she be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Anh-Kim Doan Pickell

The Board voted to grant Initial Individual Certification of the applicant listed above, based on documentation provided showing she meets all qualifications for Initial Certification. Passed Unanimously.

The following legal document preparer requested he be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Victor Linn

The Board voted to grant Initial Individual Certification of the applicant listed above, based on documentation provided showing he meets all qualifications for Initial Certification. Passed Unanimously.

The following legal document preparer requested she be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Petra Lopez

The Board voted to grant Initial Individual Certification of the applicant listed above, based on documentation provided showing she meets all qualifications for Initial Certification. Passed Unanimously.

(During Executive Session the Board reviewed the confidential record of the legal document preparer and for the purpose of public session will be identified as number 272)

272

A **motion** was made by Nancy Swetnam and seconded by Judge Roland J. Steinle, III to defer the above listed applicant discussed in Executive Session for the purpose of obtaining additional information regarding UPL complaints and Business Application. Motion Passed Unanimously. **LDP-03-57**

The following legal document preparers requested they be granted Initial Individual Certification/Initial Business Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Bonnie Ogden

Ogden Paralegal Services, LLC

The Board voted to grant Initial Individual Certification/Initial Business Certification of the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. Passed. 9-2

(During Executive Session the Board reviewed the confidential record of the legal document preparer and for the purpose of public session will be identified as number 275)

275

The Board voted to deny Initial Individual Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(1)(d). Passed Unanimously.

(During Executive Session the Board reviewed the confidential record of the legal document preparer and for the purpose of public session will be identified as number 276)

276

The Board voted unanimously to deny Initial Individual Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsections (E)(5)(b)(1)(c) & (E)(5)(b)(1)(d). Passed Unanimously.

(During Executive Session the Board reviewed the confidential record of the legal document preparer and for the purpose of public session will be identified as number 277)

277

The Board voted unanimously to deny Initial Individual Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(1)(a). Passed Unanimously.

The following legal document preparer requested they be granted Initial Business Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Q4B Center LLC

The Board voted to grant Initial Business Certification of the applicant listed above, based on documentation provided showing the business meets all qualifications for Initial Certification.

Passed. 9-1-1.

(During Executive Session the Board reviewed the confidential record of the business entities and for the purpose of public session they will be identified as numbers 279 & 280)

279 280

A **motion** was made by Judge Roland J. Steinle, III and seconded by Carol L. Wells to defer the above listed applicants discussed in Executive Session for the purpose of obtaining additional information. Motion Passed Unanimously. **LDP-03-58**

The following legal document preparers requested they be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Rose Quintero

Thoms Bojorquez

The Board voted to grant Initial Individual Certification of the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification and advise the applicants they are obligated to advise the Board as to where they will be employed. Passed Unanimously.

(During Executive Session the Board reviewed the confidential record of the legal document preparer and for the purpose of public session will be identified as number 283)

283

The Board voted unanimously to deny Initial Individual Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(1)(c). Passed Unanimously.

(During Executive Session the Board reviewed the confidential record of the legal document preparer and for the purpose of public session will be identified as number 284)

284

The Board voted unanimously to deny Initial Individual Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(1)(c). Passed 10-1.

(During Executive Session the Board reviewed the confidential record of the legal document preparer and for the purpose of public session will be identified as number 285)

285

The Board voted unanimously to deny Initial Individual Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(1)(c). Passed Unanimously.

Executive Session

A **motion** was made by Judge Roland J. Steinle, III and seconded by Nancy Swetnam to go into Executive Session to discuss records exempt by law or rule from public inspection or for advice of counsel. Motion Passed Unanimously. **LDP-03-59**

Executive Session ended.

A **motion** was made by Judge Roland J. Steinle, III and seconded by Nancy Swetnam to reconsider numbers 1, 2 & 3 as identified in Executive Session Motion Passed. 10-1. **LDP-03-60**

(During Executive Session the Board reviewed the confidential record of the legal document preparer and business entities and for the purpose of public session will be identified as numbers 1, 2, & 3)

1 2 3

A **motion** was made by Dr. Roger E. Hartley and duly seconded to grant Initial Individual Certification/Initial Business Certification of the applicants listed above based on documentation provided showing they meet all qualifications for Initial Certification. Motion Failed. 3-8.

Denied based on Arizona Code of Judicial Administration §7-208, Subsections (E)(5)(b)(1)(d) & (E)(5)(b)(1)(g). Passed. 8-3. **LDP-03-61**

Call to the Public

There was no response.

Adjournment

A **motion** was made by Margaret J. Kleinman and seconded by Donald F. Steward to adjourn. Motion Passed Unanimously. **LDP-03-62**

Next meeting is Tuesday, July 28, 2003 at 10:00 a.m..

The meeting of the Board of Legal Document Preparers adjourned at 3:37 p.m.